Getting Started

Introduction

This manual provides instructions on how to use the Case Management/Electronic Filing System (CM/ECF) to file documents with the United States Bankruptcy Court, Northern District of California. A working knowledge of Netscape, Internet Explorer and Adobe Acrobat is assumed. Please refer to Netscape, Internet Explorer or Adobe Acrobat instruction manuals for specific questions regarding these applications.

Help Desk

Contact the court's divisional offices at the following numbers for assistance between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday.

Oakland Division	**(510) 879-3600**
San Francisco Division	**(415) 268-2368**
San Jose Division	**(408) 535-5471**
Santa Rosa Division	**(707) 525-8539 ext 236**

Identify the nature of the issue and your call will be transferred to the appropriate person. In addition, the court's technical support help desk can be reached at:

(415) 268-2350 *or* e-mail: helpdesk@canb.uscourts.gov

Capabilities of System

CM/ECF allows registered participants with internet access to perform the following functions:

- Access the training system which is comparable to the official "live" system to acquaint yourself with the system's functionality
- Electronically file pleadings and documents
- View official docket sheets and documents associated with cases
- View various reports

Recommended System Requirements for Better Performance:

When filing documents with the court, you will be transmitting large files through the internet. Although a dial up modem can be used, it could take a long time to upload or download files. It is highly recommended that you arrange for a digital internet connection, such as cable or DSL service, which will provide a much faster data transmission rate.

At a minimum, 256 MB of system memory recommended. However, 512 MB is preferred to ensure large documents can be transmitted efficiently.

Hardware and Software Requirements

- A personal computer running a standard platform such as Windows 95, 98, NT, 2000, XP or an Apple computer.
- Internet service preferably through a DSL or cable modem.
- A compatible browser with minimum requirement of Netscape Navigator 4.6 or IE 5.5.   The browser must be JavaScript-enabled.
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat or a similar software is recommended. Acrobat versions 4.X , 5.0 and 6.0 adequately meet the CM/ECF filing requirements.
- A PDF compatible word processing system such as Windows based versions of WordPerfect and Word.
- A scanner to convert documents that are not in a word processing format.

Document Preparation

Portable Document Format (PDF)

Only PDF documents may be filed with CM/ECF. Be sure to review the PDF document for accuracy and proper format before submitting it to the court.

How to View a PDF Document

- Open the Adobe Acrobat application.
- Go to the **File** menu and select **Open.**
- Click on the location and file name of the document to be viewed.
- If the designated location is correct and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other viewing options. Choose the option that is most appropriate for the document.

How to Convert Documents to Portable Document Format (PDF)

The conversion process is relatively simple and can be accomplished by the following steps after your document has been prepared in a word processing program:

- Select **File** from the menu bar, then select **Print**.
- Use the drop down box to change the current printer to Adobe PDF Writer.
- Click **Print.** Note: the document will not actually print; instead a Save As box will appear on your screen.

- Select the directory and folder, name your file and click **Save**.
- The PDF conversion is now complete. The PDF document is stored in the folder you have designated and can now be filed with CM/ECF.